

PRE-EMPLOYMENT SCREENING PROGRAM

Motor Carrier **User Manual**

Version 1.5

6/2012

MOTOR CARRIER USER MANUAL

Edition date: 6/2012

Version: 1.5

Pre-Employment Screening Program – Customer Service Group

Contact and Assistance Information:

The preferred method of contact is by e-mail:

Customer Support Email: PSPhelp@egov.com

Customer Support Phone: (877) 642-9499

Customer Support Phone Hours: Monday-Friday, 8 a.m. - 6 p.m. Eastern

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TABLE OF CONTENTS

▶ Introduction	4
▶ Login Instructions	5
▶ Terms & Conditions	7
▶ Motor Carrier Dashboard	8
▶ Request PSP Records	10
▶ Results	12
▶ Change Password	13
▶ User Manager	14
▶ The PSP Record	15
▶ Billing Summary Report	20
▶ Written Consent Audit	21

INTRODUCTION

- ▶ Welcome to the Pre-Employment Screening Program.
- ▶ This manual offers an overview on the PSP application for motor carrier users.
- ▶ Overview
 - ▶ Motor carrier login and motor carrier dashboard
 - ▶ Purchasing PSP records
 - ▶ Account users & functions
- ▶ Getting Started
 - ▶ To use the PSP online service, Internet access is required. Use your choice of Internet browser: Internet Explorer, Mozilla Firefox, Safari, or Google Chrome.
 - ▶ Before accessing the PSP application, motor carriers must enroll. Enrollment instructions can be found at www.psp.fmcsa.dot.gov. Once enrolled, all motor carrier users on your company's account will receive login credentials via email.

LOGIN INSTRUCTIONS

- ▶ To login, visit <https://www.psp.fmcsa.dot.gov>
- ▶ Click on the Motor Carriers Start button.
- ▶ Drivers interested in purchasing their personal PSP records may do so at any time by clicking the Operator Applicant Start button.

U.S. Department of Transportation

PSP FAQs | CONTACT Us | FMCSA.GOV | FMCSA PORTAL | DOT.GOV

 **Pre-Employment Screening Program**
Federal Motor Carrier Safety Administration

Search All FMCSA Sites

Let's Get Started

Please choose one of the following:

<p>Operator Applicant</p> <p>Commercial drivers, purchase your individual PSP record.</p> <p><input type="button" value="Start »"/></p>	<p>Operator (Returning)</p> <p>If you have purchased your individual PSP record in the last five days, access your record for no charge.</p> <p><input type="button" value="Start »"/></p>	<p>Motor Carriers</p> <p>Motor carriers with active PSP accounts may purchase a driver's record as part of the pre-employment screening process.</p> <p><input type="button" value="Start »"/></p>
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LOGIN INSTRUCTIONS

- ▶ Enter your username (the full email address submitted for you during enrollment, all lowercase)
- ▶ Enter your password. Your initial password is provided via email from the PSP Customer Service team. This password must be changed during your first log in.
- ▶ If you have forgotten your password, click [Forgot Password?](#). You will be asked to submit your PSP Customer ID number and your new password will be emailed to you.

The screenshot shows the login interface for the Pre-Employment Screening Program (PSP) Motor Carrier Login. The page header includes the U.S. Department of Transportation logo and the text "Pre-Employment Screening Program Federal Motor Carrier Safety Administration". A search bar is located in the top right corner with the text "Search All FMCSA Sites" and a "Go" button. The main content area features a "Motor Carrier Login" section with a "Username:" label and a text input field, a "Password:" label and a text input field, and a "Forgot Password?" link. A "Login" button is positioned below the input fields. A "Home > Motor Carrier Login" breadcrumb is visible at the top of the main content area. A green bar at the top of the main content area displays "Customer ID: Not Logged In" and "Contact Support" and "Login" links. At the bottom of the page, there is a footer with the Department of Transportation logo, a "Feedback" link, and contact information for the Federal Motor Carrier Safety Administration: "1200 New Jersey Avenue SE, Washington, DC 20590 • 1-800-832-5660 • TTY: 1-800-877-8339".

TERMS AND CONDITIONS

- ▶ Next, read the terms and conditions of PSP use.
- ▶ You may print a copy of the terms and conditions by clicking the grey 'Print' button. The terms and conditions will be presented every time a user logs in to PSP.
- ▶ Type your initials at the bottom of the page. Click Agree to Terms to continue.

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Search All FMCSA Sites Go

Home > Terms and Conditions

Customer ID: 1369 Welcome, Elizabeth Pemmeri (Admin) Admin Contact Support Change Password Logout

Please Agree to the Terms and Conditions

Print

Government Warning
WARNINGWARNING**WARNING**

Unauthorized access is a violation of Federal law and U.S. Department of Transportation (DOT) policy, and may result in criminal, civil or administrative penalties. Only authorized users may access the system. Each and every user must only access the system with his or her unique identification and password. The sharing or use of another's identification or password is strictly prohibited. U.S. DOT information systems are intended for communication, transmission, processing and storage of U.S. Government information. These systems and equipment are subject to monitoring by law enforcement and authorized Department officials. Monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed or stored in this system by authorized Department officials. Use of this system constitutes consent to such monitoring.

WARNINGWARNING**WARNING**

This system contains information protected under the provisions of the Privacy Act of 1974 (Public Law 93-579). Any privacy information displayed on the screen or printed shall be protected from unauthorized disclosure.

CERTIFICATION

By completing the certification below, you are certifying, under penalty of perjury, that you are requesting a commercial driver record of crash and inspection data ("DIR") for an individual operator-applicant, or applicants, who is/are not presently employee(s) of this company, solely for the purposes of pre-employment screening. You are also certifying, under penalty of perjury, that you have received the signed written consent of the operator-applicant prior to making the request for the DIR. Knowingly or willingly making a false statement to access a DIR may subject you to sanctions, including fines and imprisonment under applicable Federal laws, including 18 U.S. Code § 1001. The U.S. DOT and/or the Federal Motor Carrier Safety Administration will aggressively pursue any alleged or suspected violations of Federal law designed to protect personal or Privacy Act protected information.

I have read the above WARNINGS and certify that this request for information is for operator-applicant(s) not presently employed by my company and that the signed written consent of operator-applicant(s) has/have been obtained.

Requestor's Initials (user required to input initials to proceed)

< Do Not Agree to Terms Agree to Terms >

MOTOR CARRIER DASHBOARD

- ▶ The dashboard displays all active records for your account. Records are active for viewing for five days (120 hours) from the time of purchase.
- ▶ During the five day window, you may view a record by clicking on the blue View link. The record will open in PDF form. You may print or save this record electronically.
- ▶ Users can sort by any column by using the up/down arrows in the header. Keep in mind the system will default to sorting by the Request Date.
- ▶ To request a driver's record click  in the center of the page beneath the list of active records.

Motor Carrier Dashboard

Active PSP records. To filter your active records, use at least one of the search boxes below. 

Request Date	Last Name	Drivers License Number	License State	Requested By	Driver Consent	View
9/23/2010	JASENOF	XXXXXXXXXXXXXX	WA	pspstage508@yahoo.com	Yes	View
9/23/2010	BROWN	12345678	TN	pspstage508@yahoo.com	Yes	View
8/12/2010	JASENOF	XXXXXXXXXXXXXX	WA	pspstage508@yahoo.com	Yes	View
8/11/2010	LASTNAME1001516	LICENSE859047	GA	pspstage508@yahoo.com	Yes	View
8/11/2010	BROWN	98765432	TN	pspstage508@yahoo.com	Yes	View
8/6/2010	LASTNAME101594	LICENSE88322	OH	pspstage508@yahoo.com	Yes	View

MOTOR CARRIER DASHBOARD (continued)

- ▶ Search for active records by using the search boxes shown below.
- ▶ To search for a specific record, simply choose a search field (Last Name, License Number, etc.) and begin typing in the search field. The results will continue to narrow as the user enters text.
- ▶ To remove any of the search criteria click the  button in the lower left hand corner of the page.

Motor Carrier Dashboard

Active PSP records. To filter your active records, use at least one of the search boxes below. 

Request Date ▾	Last Name	Drivers License Number	License State	Requested By	Driver Consent	View
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
9/23/2010	JASENOF	XXXXXXXXXXXXXX	WA	pspstage508@yahoo.com	Yes	View
9/23/2010	BROWN	12345678	TN	pspstage508@yahoo.com	Yes	View
8/12/2010	JASENOF	XXXXXXXXXXXXXX	WA	pspstage508@yahoo.com	Yes	View
8/11/2010	LASTNAME1001516	LICENSE859047	GA	pspstage508@yahoo.com	Yes	View
8/11/2010	BROWN	98765432	TN	pspstage508@yahoo.com	Yes	View
8/6/2010	LASTNAME101594	LICENSE88322	OH	pspstage508@yahoo.com	Yes	View

REQUEST PSP RECORDS

- ▶ To request a PSP driver record, provide the driver's last name, first name, date of birth, license number and license state. You are required to attest that your company has received the driver's written consent for the PSP inquiry.
- ▶ If you have historical license information for the driver, click Add License to include those licenses (there is no additional fee for multiple licenses).
- ▶ You may also query multiple last names if the driver's name has changed.
- ▶ The internal reference field allows users to enter additional information for each transaction. Any text added here will show on the Billing Summary Report.

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Search All FMCSA Sites Go

Home > Motor Carrier > Request Driver Information

Customer ID: 1567 Welcome, Chaps Poduri (Admin). Admin Contact Support Change Password Logout

Add Driver

Last Name (no dashes or spaces)	First Name	Date of Birth (MM/DD/YYYY)	Internal Reference (optional)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> ?

Licenses for this Driver

Last Name (no dashes or spaces)	License Number	State
<input type="text"/>	<input type="text"/>	<input type="text" value="- Select -"/>

I certify under penalty of perjury that the company I represent has received the written consent of this operator-applicant for this inquiry. I understand this record will be available for viewing for five days (120 hours) from the time of purchase.

REQUEST MULTIPLE PSP RECORDS

Add Driver x Remove

Last Name (no dashes or spaces)	First Name	Date of Birth (MM/DD/YYYY)	Internal Reference (optional)
Driver	Joe	01/01/1980	Extra Info ?

Licenses for this Driver Add License +

Last Name (no dashes or spaces)	License Number	State
Driver	12345678	AL

I certify under penalty of perjury that the company I represent has received the written consent of this operator-applicant for this inquiry. I understand this record will be available for viewing for five days (120 hours) from the time of purchase.

Add Driver x Remove

Last Name (no dashes or spaces)	First Name	Date of Birth (MM/DD/YYYY)	Internal Reference (optional)
Operator	Joe	01/01/1980	Extra text ?

Licenses for this Driver Add License +

Last Name (no dashes or spaces)	License Number	State
Operator	87654321	AK

I certify under penalty of perjury that the company I represent has received the written consent of this operator-applicant for this inquiry. I understand this record will be available for viewing for five days (120 hours) from the time of purchase.

- ▶ To query multiple drivers' PSP records, click Add Additional Driver. Each driver is considered one transaction.
- ▶ To generate PSP reports, click Submit Requests.
- ▶ Your total transaction amount is present in the lower right-hand corner.

Add Additional Driver +

Query Count: 2
Transaction Total: \$20.00

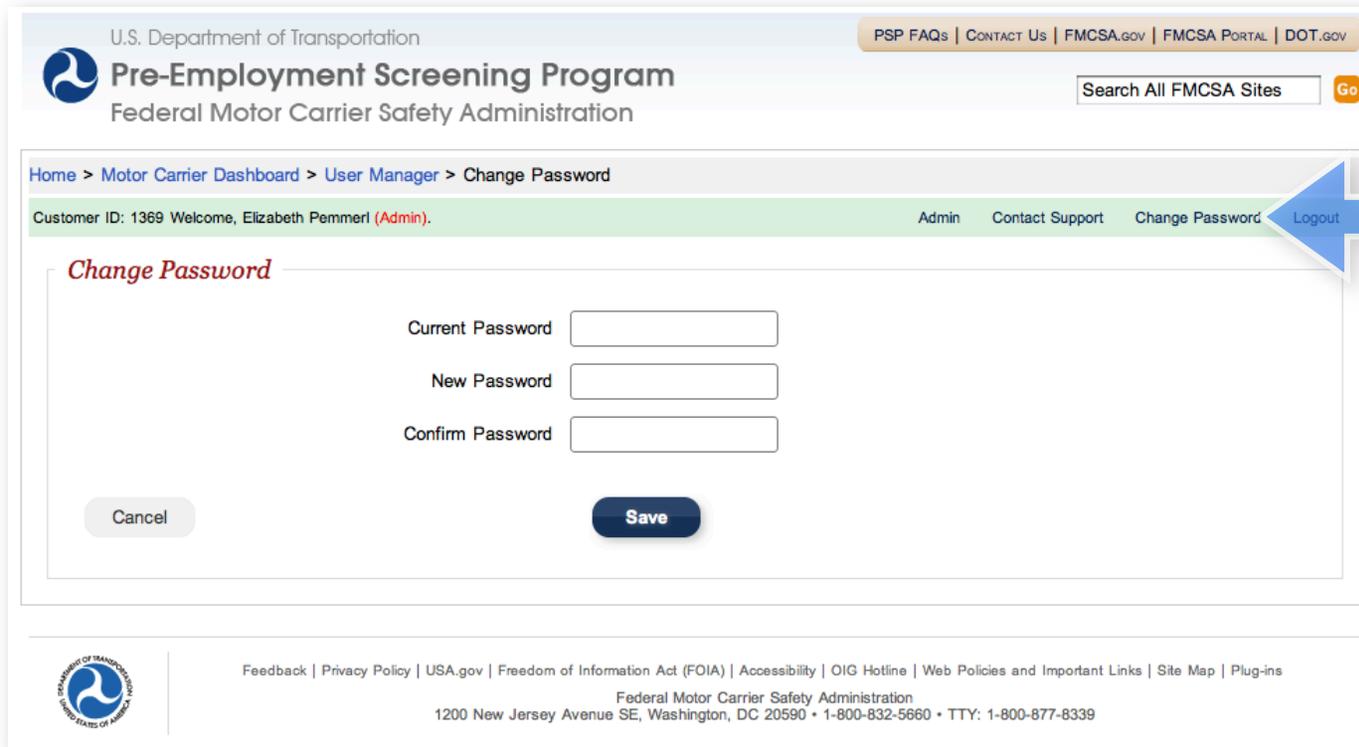
RESULTS

- ▶ The total number of records requested is presented on the results screen. This is the number of licenses searched in total. One driver with three licenses = '3 driver information requests were processed.'
- ▶ To order more PSP reports, click Make Additional Request
- ▶ To view the records queried, click Motor Carrier Dashboard

The screenshot shows the PSP results page for a user named Travis Brown. The page header includes the U.S. Department of Transportation logo and the text "Pre-Employment Screening Program Federal Motor Carrier Safety Administration". Navigation links for "PSP FAQs", "CONTACT Us", "FMCSA.GOV", "FMCSA PORTAL", and "DOT.GOV" are visible. A search bar for "Search All FMCSA Sites" is present. The breadcrumb trail reads "Home > Motor Carrier Dashboard > Request Driver Information > Driver Information Request Results". The user's name and role are displayed as "Customer ID: 1 Welcome, Travis Brown (User) (CSR)". A green bar contains links for "CSR", "Admin", "Contact Support", "Change Password", and "Logout". The main content area shows the heading "Results of Driver Information requests" and the message "1 driver information requests were processed." Below this, there are two buttons: "Make Additional Request" and "Motor Carrier Dashboard".

CHANGE PASSWORD

- ▶ You may change your password at any time by clicking on the Change Password link in the green bar.
- ▶ You must enter your current password and your selected new password (twice). Click 'Save' and your new password is set.



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Federal Motor Carrier Safety Administration

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Search All FMCSA Sites **Go**

Home > Motor Carrier Dashboard > User Manager > Change Password

Customer ID: 1369 Welcome, Elizabeth Pemmerl (Admin). Admin Contact Support **Change Password** Logout

Change Password

Current Password

New Password

Confirm Password

Cancel **Save**

Feedback | Privacy Policy | USA.gov | Freedom of Information Act (FOIA) | Accessibility | OIG Hotline | Web Policies and Important Links | Site Map | Plug-ins
Federal Motor Carrier Safety Administration
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USER MANAGER (ADMINS ONLY)

- ▶ Admin-level users have an Admin link in the green bar. This link allows the admin to unlock, edit or disable account users.
- ▶ If a user attempts to log in unsuccessfully multiple times, PSP will 'lock' the user's account. The user will need to contact their Admin to unlock their credentials. You will see a blue 'unlock' link in the 'Locked Out' column for that user.
- ▶ To remove account access for a user, click Disable.

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Search All FMCSA Sites Go

Home > Motor Carrier Dashboard > User Manager

Customer ID: 134 [Redacted]

Admin Contact Support Change Password Logout

User Account Admin

User Name	Last Login	Is Approved	Is Online	Locked Out	Edit	Disable
[Redacted]	5/10/2010	True	True	false	Edit	Disable
jkADMIN@email.com	4/5/2010	True	False	false	Edit	Disable
jktest@email.com	4/2/2010	True	False	false	Edit	Disable
joank6@email.com	4/5/2010	True	False	false	Edit	Disable
joank@testemail.com	4/2/2010	True	False	false	Edit	Disable
joantest5@email.com	4/2/2010	False	False	false	Edit	Enable
junk111wweak@3322dduu.net	4/2/2010	True	False	false	Edit	Disable

Feedback | Privacy Policy | USA.gov | Freedom of Information Act (FOIA) | Accessibility | OIG Hotline | Web Policies and Important Links | Site Map | Plug-ins

Federal Motor Carrier Safety Administration
1200 New Jersey Avenue SE, Washington, DC 20590 • 1-800-832-5660 • TTY: 1-800-877-8339

nic the people behind eGovernment

PSP RECORD

- ▶ PSP record data comes from the Motor Carrier Management Information System (MCMIS) database. The data is refreshed approximately every month.
- ▶ PSP records are available for viewing for five days (120 hours) from the time of purchase.
- ▶ A PSP record search includes four data elements: driver last name, driver date of birth, driver's license number, and driver license state. All four elements must be an exact match in order to produce a record. Please enter your PSP record search information carefully.
- ▶ DataQs
 - ▶ If you or the operator-applicant would like to challenge data found in a PSP record, please visit the FMCSA DataQs Web site at <https://dataqs.fmcsa.dot.gov/login.asp>.

SAMPLE PSP REPORT

▶ The first rows display the driver information searched for in this report.

▶ This area includes details about any crashes that took place in the last 5 years.

▶ This is the date and time the PSP request was made.

▶ MCMIS Snapshot: The date that the PSP data was provided by FMCSA for this report. The PSP provides activity as of this date.

PSP Detailed Report

Federal Motor Carrier Safety Administration

Driver Information			
Last Name	First Name	License #	State
GODFREY	SUSAN	XXXXXXXXXXXX	PA

Crash Summary					
# of Crashes:	6	# of Crashes with Fatalities:	2	# of Crashes with Injuries:	4
		# of Fatalities:	2	# of Injuries:	5
				# of Towaways:	5
				# of Hazmat Releases:	0

Crash Details												
	Date	DOT #	Carrier Name	Driver Name	Driver Lic	State	Driver DOB	Rpt St	Report Number	Location	# Fatalities	# Injuries
1	01/10/2004			GODFREY, SUSAN	XXXXXXXXXXXX	PA	12/11/1949	AK	AK0000004294	TONGASS AVE/BRYAN T STREET	0	2
2	01/02/2004	631892		GODFREY, SUSAN	XXXXXXXXXXXX	PA	12/11/1949	AK	AK0000004454	GLENN HWY	1	1
3	01/18/2002	3270448		GODFREY, SUSAN	XXXXXXXXXXXX	PA	12/11/1949	AK	AK0000002926	MITCHELL EXPRESS/ PEGER ROAD	0	1
4	01/08/2001	1024126	Legal Name 187418	GODFREY, SUSAN	XXXXXXXXXXXX	PA	12/11/1949	AK	AK0000001399	FAIRBANKS	0	0
5	05/12/2000			GODFREY, SUSAN	XXXXXXXXXXXX	PA	12/11/1949	AK	AK0000008744		1	0
6	02/08/2000	1835100		GODFREY, SUSAN	XXXXXXXXXXXX	PA	12/11/1949	AK	AK0000002091		0	1

Inspection Summary					
Driver Summary		Vehicle Summary		Hazmat Summary	
Driver Inspections:	7	Vehicle Inspections:	5	Hazmat Inspections:	0
Driver Out-of-service Inspections:	1	Vehicle Out-of-service Inspections:	2	Hazmat Out-of-service Inspections:	0
Driver Out-of-service Rate:	14%	Vehicle Out-of-service Rate:	40%	Hazmat Out-of-service Rate:	0%

Report executed at: 1/20/2011 9:35:46 AM

MCMIS snapshot date: 12/01/2010

* Violation charged to co-driver ** Post crash violation

SAMPLE PSP REPORT (inspection detail)

▶ This area includes details about any inspections within the last 3 years

▶ Violations will be indicated as co-driver if applicable

▶ Hazmat inspections are indicated with a "Y" in this column

▶ Co-Driver violations and violations resulting from a post-crash inspection will be distinguished by asterisks

3	12/17/2008	54283	Legal Name 661503	Last Name 2821840, JOEL	LICENSE2397529	MI	02/11/1972	NY	SPT0240064	N	3	1
		Driver Violation: 395.8		Log violation (general/form and manner)		NON-OOS						
4	04/10/2008	54283	Legal Name 661503	Last Name 2821840, JOEL	LICENSE2397529	MI	02/11/1972	WI	1741000460	N	2	2
		Vehicle Violation: 392.2W		Size and weight		NON-OOS						
		Vehicle Violation: 390.21(b)		Carrier name and/or USDOT reqd; Not displayed		NON-OOS						
5	01/05/2008	54283	Legal Name 661503	Last Name 2821840, JOEL	LICENSE2397529	MI	02/11/1972	MI	BAAP004289	N	3	0
6	06/07/2007	54283	Legal Name 661503	Last Name 2821840, JOEL (Listed as Co-Driver)	LICENSE2397529	MI	02/11/1972	MI	BZAH002955	N	1	0
7	04/09/2007	54283	Legal Name 661503	Last Name 2821840, JOEL	LICENSE2397529	MI	02/11/1972	MI	FZAH000246	N	2	4
		Vehicle Violation: 393.25(f)		Stop lamp violations		OOS						
		Vehicle Violation: 393.19		No/defective turn/hazard lamp as required		OOS						
		Vehicle Violation: 393.9T		Inoperable tail lamp		OOS						
		Vehicle Violation: 395.8(f)(1)		Drivers record of duty status not current		NON-OOS						
8	03/30/2007	54283	Legal Name 661503	Last Name 2821840, JOEL (Listed as Co-Driver)	LICENSE2397529	MI	02/11/1972	MI	BZAI002051	N	2	3
		Vehicle Violation: 392.2		Local laws (general)		NON-OOS						
		Vehicle Violation: 393.11		No/defective lighting devices/ref/projected		NON-OOS						
		Co-Driver Violation: 395.8(k)(2)		Driver failing to retain previous 7 days logs		NON-OOS						
Violation Summary:												
Violation #	Description									# of Violations	# of Out-of-service Violations	
390.21(b)	Carrier name and/or USDOT reqd; Not displayed									1	0	
395.8(f)(1)	Drivers record of duty status not current									1	0	
395.8	Log violation (general/form and manner)									1	0	
392.2W	Size and weight									1	0	
393.25(f)	Stop lamp violations									1	1	
395.8(k)(2)	Driver failing to retain previous 7 days logs									1	0	
393.9T	Inoperable tail lamp									1	1	
393.19	No/defective turn/hazard lamp as required									1	1	

The summary counts and rates do not include violations that were a result of a crash. The summary counts and rates for the co-driver only include violations that were charged to the co-driver. Summary counts and rates for the primary driver do not include violations charged to the co-driver.

Report executed at: 1/20/2011 9:50:20 AM

* Violation charged to co-driver ** Post crash violation

SAMPLE PSP REPORT (violation summary)

- ▶ The violation summary will only count those violations charged to driver for which the report was generated.
- ▶ Violations discovered during a post-crash inspection will not be counted in the violation summary section.

396.17(c)	Operating a CMV without periodic inspection	2	0
393.9(a)	INOPERABLE REQUIRED LAMP	2	0
393.11	No/defective lighting devices/ref/projected	2	0
392.60(a)	Unauthorized passenger on board CMV	1	0
396.3A1BA	Brake-out of adjustment	1	0
392.16	Failing to use seat belt while operating CMV	1	0
393.25(f)	Stop lamp violations	1	0
393.45(b)(2)	BRAKE HOSE/TUBING CHAFFING AND/OR KINKING	1	0
395.8(f)(1)	Drivers record of duty status not current	1	0
393.75(a)	Flat tire or fabric exposed	1	1

The summary counts and rates do not include violations that were a result of the crash. The summary counts and rates for the co-driver only include violations that were charged to the co-driver. Summary counts and rates for the primary driver do not include violations charged to the co-driver.

- ▶ A footnote explaining how the violations are summarized appears just below the summary.

PSP RECORD SAMPLE - NO RESULTS FOUND

- ▶ To generate a PSP record, an exact match must exist for four data elements: driver last name, driver date of birth, driver's license number, and license state.

▶ If there is no match found in the PSP database for the four data elements, you will receive a record with a red stamp: "No crash or inspection results found."

PSP Detailed Report

Federal Motor Carrier Safety Administration

No crash or inspection results found.

Driver Information												
Last Name	First Name	License #	State									
MORRISON		112233	PA									
Crash Activity												
Crash Summary												
# of Crashes:	0	# of Crashes with Fatalities:	0	# of Crashes with Injuries:	0	# of Towaways:	0					
		# of Fatalities:	0	# of Injuries:	0	# of Hazmat Releases:	0					
Crash Details												
Date	DOT #	Carrier Name	Driver Name	Driver Lic	State	Driver DOB	Rpt St	Report Number	Location	# Fatalities	# Injuries	
Inspection Activity (within last 3 years)												
Inspection Summary												
Driver Summary				Vehicle Summary				Hazmat Summary				
Driver Inspections:	0			Vehicle Inspections:	0			Hazmat Inspections:	0			
Driver Out-of-service Inspections:	0			Vehicle Out-of-service Inspections:	0			Hazmat Out-of-service Inspections:	0			
Driver Out-of-service Rate:	0%			Vehicle Out-of-service Rate:	0%			Hazmat Out-of-service Rate:	0%			
Inspection Details												
Carrier Info				Driver Info				Inspection Info				
Date	DOT #	Carrier Name	Driver Name	Driver Lic	State	Driver DOB	Rpt St	Report Number	Hazmat Insp	Insp Level	# of Viol	
Violation Summary												
Violation #	Description							# of Violations	# of Out-of-service Violations			

BILLING SUMMARY REPORT

- ▶ The information added to the “Internal Reference” field will show on your monthly Billing Summary Report.
- ▶ This feature can be used to assist companies with record keeping and reconciliation.

Account Summary 2009 for		
Test Truck Co.		
25501 West Valley Parkway		Current Balance:
olathe	KS 66601	As Of 072010
		\$0.00
		\$0.00

Date	Transaction	Login	Client Memo	Transaction Memo	Quantity	Cost
2010/07/06 11:11:23 am	DOT Driver Record Search	testp085@gmail.com		[REDACTED]	1	\$10.00
2010/07/06 11:11:24 am	DOT Driver Record Search	testp085@gmail.com		[REDACTED]	1	\$10.00
2010/07/06 11:14:07 am	DOT Driver Record Search	testp085@gmail.com		[REDACTED]	1	\$10.00
2010/07/06 11:14:08 am	DOT Driver Record Search	testp085@gmail.com		[REDACTED]	1	\$10.00

WRITTEN CONSENT AUDIT

- ▶ Account holders may be selected for a written consent audit. If selected, the primary user will receive an email notifying them of the audit.
- ▶ Each user will see the screen below during the next login. The user can then acknowledge the audit by entering their initials and clicking the “Acknowledge Now” button. Once the audit has been acknowledged, users can log in without seeing this screen.

The screenshot shows a web interface for acknowledging an audit. At the top, a green navigation bar contains the text: "Customer ID: 10484 Welcome, Manuel Gomez (Admin). PSP Dashboard Audit Dashboard News Admin Contact Support Change Password Logout". Below this, the main content area is enclosed in a light gray border. At the top of this area, it says "Please acknowledge receipt of Audit notification" in red. In the upper right corner of the main area is a "Print" button. In the center, there is a gray text box containing the acknowledgment text: "I acknowledge that my company has been selected for a Pre-Employment Screening Program applicant written consent audit and that my company must provide evidence of the requested written consent forms by the time specified in the initial notification email." Below this text box is a label "Requestor's Initials (required to proceed)" followed by a small, empty blue square input field. At the bottom of the main area, there are two buttons: a light gray button on the left that says "< Do Not Acknowledge" and a dark blue button on the right that says "Acknowledge Now >".

WRITTEN CONSENT **AUDIT** (continued)

- ▶ The user that accepts the audit will then be directed to the screen below. This screen lists all of the transactions that have been selected for audit.
- ▶ To successfully satisfy the audit, the user must forward the written consent form(s) for the transactions listed to PSPhelp@egov.com (or fax the document(s) to 703-841-6370).
- ▶ After reviewing the audit information, select the “PSP Dashboard” link to proceed to the Motor Carrier Dashboard.

Home > Motor Carrier > Audit Dashboard

Customer ID: 10484 Welcome, Manuel Gomez (Admin). [PSP Dashboard](#) [Audit Dashboard](#) [News](#) [Admin](#) [Contact Support](#) [Change Password](#) [Logout](#)

Audit Dashboard

The following transactions have been selected for Audit

Transactions						
Request Date	Last Name	First Name	Driver's License No.	License St	Requested By	Status
5/23/2012	LASTNAME3120153	Wanda	LICENSE2649589	MN	Test3PP	Open

- ▶ The current status of an audit can be found here.

WRITTEN CONSENT AUDIT (continued)

- Users can access the Audit Dashboard at any time by clicking the link on the green toolbar.

Customer ID: 10484 Welcome, Manuel Gomez (Admin) PSP Dashboard **Audit Dashboard** News Admin Contact Support Change Password Logout

Motor Carrier Dashboard

Active PSP records. To filter your active records, use at least one of the search boxes below.

Request Date	Last Name	Drivers License Number	License State	Requested By	Driver Consent	View
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

Page 1 of 0 10 No records to view.

Clear Filters